OSC HR/Payroll SAP Training

Short-Term Disability

PA370

Slide 1

Notes:

SAP Training — Welcome and Introductions

Welcome to the Short-Term Disability (STD) course.

- Introductions
- Sign-in sheet
- Tent cards
- Parking Lot
- Breaks and other logistics
- Classroom Etiquette
  - Cell phones off
  - No loud side conversations
  - No texting

Slide 2

Notes:

Please sign the attendance sheet to make sure you receive credit for attending this class.

Please turn your cell phones off during class so others will have a quality training experience.

PA370 - Short-Term Disability

Prerequisites

- BEACON Overview BC100
- SAP Basic Navigation BC110
- Personnel Administration Overview and Display Data PA200
- Terms, Concepts & Display Data PA210

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Notes:

There are four prerequisites that you must take before attending this class. Attending these prerequisites ensures that you are adequately prepared for the new processes, concepts, and terms in this course.

Course Map

Lesson 1: Leave of Absence Overview

Lesson 2: STD 60 Day Waiting Period

Lesson 3: STD After 60 Day Waiting Period

Lesson 4: Benefits

Lesson 5: 2010 Process

Lesson 6: Separation

Lesson 7: Reinstatement

Lesson 8: Course Review

Slide 4

Notes:

Course Objectives

Upon completion of this course, you should be able to:

- Define key Short-Term Disability (STD) terms and concepts

- Describe the Short -Term Disability process

- View, create and maintain a Leave of Absence for Short-Term Disability

- Separate an employee

- Reinstate an employee from a Short-Term Disability leave

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Notes:

Welcome: Strategy for Training

- **Tell me**   **Concepts**
  Instructor will describe the processes, responsibilities, and transactions – LISTEN.

- **Show me**   **Demonstrations**
  Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF.

- **Let me**   **Exercises**
  Student will complete the exercises which allows for hands-on practice in class – HANDS ON.

- **Support me**   **Availability**
  Instructor will be available to answer questions while students complete the exercises.

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Notes:

The *Short -Term Disability* Student Guide provides a copy of the PowerPoint presentation used in the classroom training.

You will observe that space is available for you to write notes.

You can use the guide as a reference when you return to the workplace. For example, you can use the exercises for practicing in the SAP training environment.

Course Map

Lesson 1: Leave of Absence Overview

Lesson 2: STD 60 Day Waiting Period

Lesson 3: STD After 60 Day Waiting Period

Lesson 4: Benefits

Lesson 5: 2010 Process

Lesson 6: Separation

Lesson 7: Reinstatement

Lesson 8: Course Review

Slide 7

Notes:

Lesson Objectives

Upon completion of this lesson, you should be able to:

- Identify the applicable Action to use for Short-Term Disability
- Determine the appropriate STD reasons for a Leave of Absence (LOA) Action
- Identify the infotypes associated with Short-Term Disability
- Describe the Workflow process
- Explain specific infotypes related to work schedules and absences

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Notes:

Terms and Definitions

The following terms pertain to Leave of Absence – Short-Term Disability

- Short -Term Disability
- Work Contract Field
- Work Schedule Rule (WSR)
- Absences
- Time Quota Compensation

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Notes:

- **Short-Term Disability** -- eligible employees who are unable to perform their regular work duties because of a temporary or permanent disability.

- **Work Contract Field** -- used to further classify employees (retiree, Medicare, etc.). When an employee is LOA – Short-Term disability and not using leave, this field is used to indicate whether or not the employee's health insurance will be partially paid by the State or completely paid by the employee. Employees with less than 5 years of creditable service must pay both the employee and employer cost.

- **Work Schedule Rule (WSR**) -- the foundation upon which an employee's time is processed in the OSC HR/Payroll SAP system. Full time employees are assigned a 5 X 8 work schedule (part-time assigned to applicable schedule). Both full time and part-time employees are changed to positive time.

- **Absences** - times when employees are not at work or on paid leave. Employees are absent if their planned working time, as stipulated in their work schedules, is not fully worked or if the employee is not exhausting leave.

- **Time Quota Compensation** - Allows the financial remuneration of absence entitlements (that have not already been deducted). For example, the employee is on Leave of Absence and using sick leave.

Slide 10
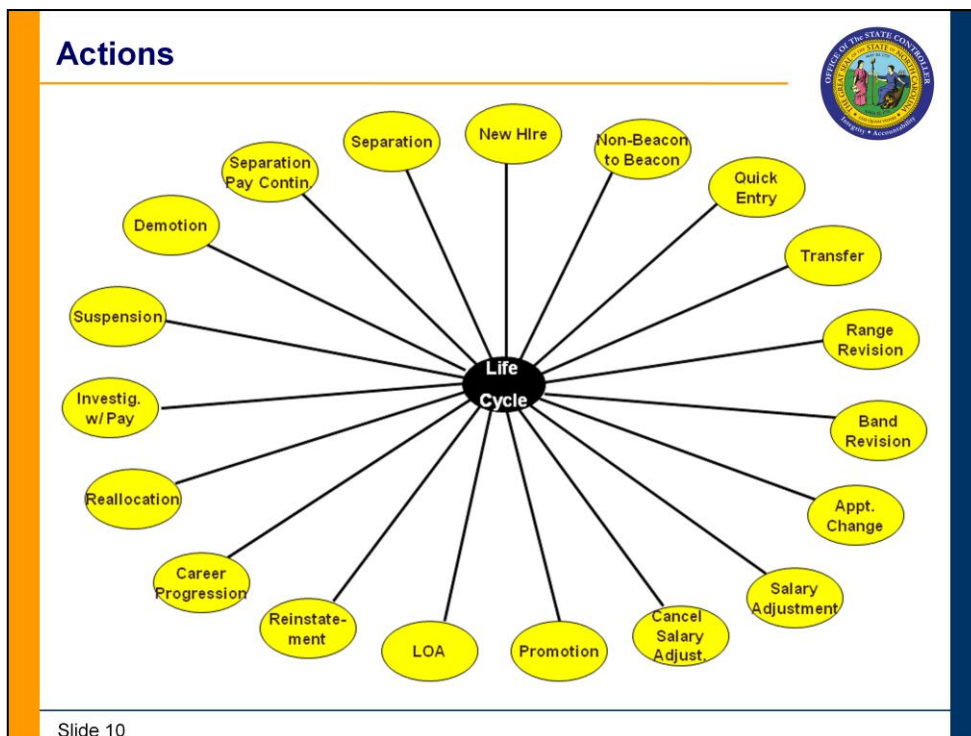
Notes:

As discussed in the *PA Terms, Concepts and Display Data* course, the life cycle of an employee comprises many different events. OSC HR/Payroll SAP defines those events as a specific infotype called **Actions** (0000). Actions for the State of North Carolina are shown above. New Actions that were not part of the PMIS system include: Investigatory, Separation Pay Continuation, Quick Entry, and LOA (Leave of Absence). Observe there is no longer a separate LWOP Action. LOA replaces LWOP.

An Action combines logically related infotypes into one infogroup. The infotypes in the infogroup are sequentially arranged and automatically display. This helps to simplify the data entry for the Action. You don't have to remember whether a particular infotype should be included—OSC HR/Payroll SAP automatically includes the infotypes that are associated with a particular Action. Depending upon the employee's specific data, you may not need to enter data on each of the infotypes presented in the Action.

Leave of Absence (LOA)

Slide 11
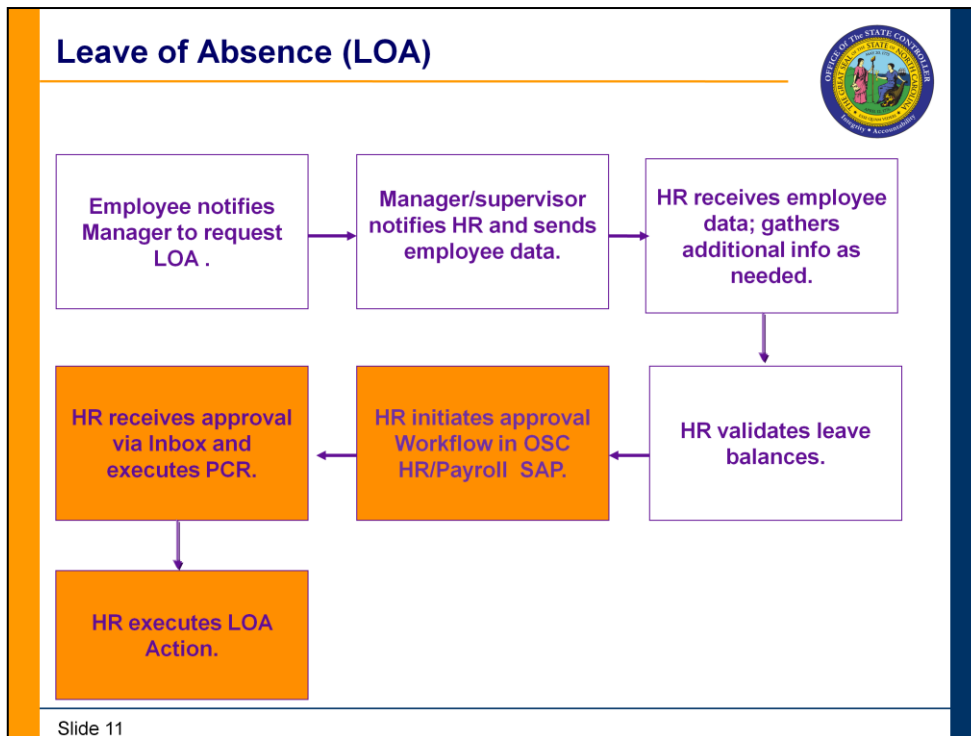
Notes:

The Leave of Absence Action is used when an employee is out of work on paid or unpaid leave. Review the above diagram for a brief overview of the LOA process.

The color coded boxes indicate a change in the process from the previous system. You will note that because LOA is an Action, it must be created via ZPAA076 Workflow. You can also see that prior to initiating Workflow, you follow the same process as you did prior to SAP: the employee notifies the manager, manager sends paperwork to HR, and HR works with Leave Administrator to ensure that leave balances are accurate and up-to-date. In addition, Agencies are still responsible for notifying employees when STD is pending between extended and long-term. Agencies will still notify the State Retirement system of reimbursable amounts for the second six months of STD. The STD policy has not changed; follow the same process as before SAP.

You may have to initiate one or more LOA Actions in order to record the employee's leave.

Refer to the *Leave of Absence Processing* document available online at BEACON University (http://www.beacon.nc.gov/training).

Short-Term Disability Action/Reasons

The Action is Leave of Absence. The reasons are:

- **STD 60-Day Waiting Period -** tracks waiting period and may be paid or unpaid

- **STD Regular** – no leave used, created 61st day

- **STD (Lump Sum) -** employee is given a one-time pay out for leave

- **STD (Leave)** – employee is exhausting leave over a period of time, created 61st day

- **STD Extended -** leave extended beyond the original 12 months (excluding 60 day)

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As noted previously, the Leave of Absence (LOA) Action is used to place an employee on Short-Term Disability. The applicable reason is selected based on various factors as indicated below. To properly track Short-Term Disability, you will probably have to use more than one Action with the applicable date and reason.

STD 60-Day Waiting Period – used to track the Waiting Period (WP). The employee may or may not choose to exhaust leave while on 60 day WP.

STD Regular - employee has either no leave left to exhaust or does not wish to exhaust leave while out on STD. This reason is used on the 61st day if not using leave.

STD Extended - leave extended beyond the original 12 months (or 14 months after the 60 day waiting period).

STD (Lump Sum) - employee is given a one-time lump sum payout of leave rather than exhausting leave over a period of time while out.

STD (Leave) – employee is exhausting leave that will be paid out over a period of time (rather than one-time lump sum) while out. This Action is used on day 61 and can extend as long as the employee has applicable leave to use.

NOTE: The LOA Action does not designate whether the leave is paid or unpaid. The combination of the Action, reason, and use of the Planned Work Schedule and Absences infotypes (discussed later) determine whether or not the employee will be paid while out.

Notes:

Workflow

- Leave of Absence is an Action

- Actions require Workflow.

- Workflow is the electronic approval process in OSC HR/Payroll SAP.

- Certain Division and/or Agency Positions are Approver Positions for Actions.

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Notes:

All PA Actions need approval before the Action can be executed. The OSC HR/Payroll SAP Workflow enables approvals (or rejections) to be obtained electronically. In your Agency, you may already have a manual process in place. Workflow does not eliminate that process entirely, however, it may duplicate a portion of your manual process. You still have to provide the same type of documentation to the Approver that you have always provided—that has not changed. However, in OSC HR/Payroll SAP, you can attach documents to the Workflow as well as write notes.

The authority to approve an Action is associated to the Position, and not to the person and person's role. If a person leaves an Approver Position, the authority to approve stays with the Position. A person who is subsequently assigned to that Position, also assumes the approval authority (unless the Position is changed by Security).

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Use Transaction code **ZPAA076** to *initiate* the OSC HR/Payroll SAP electronic approval process, referred to as Workflow (WF).

On the initial *Employee Action Request* screen you will enter the applicable data. After you select or enter the Action type and reason, the second *Employee Action Request* screen is displayed. This screen has two columns. On the left you can view the current status of the employee. On the right, you enter the new data pertinent to the Action you are processing.

When you save and initiate Workflow you will receive a Personnel Change Request (PCR) number. A best practice is to write the PCR number on your paperwork so that you can track it for future use.

If the WF does not change the employee's salary, you still must enter his or her current salary in the salary field.

After you complete the data entry and click Initiate WF, OSC HR/Payroll SAP sends the request to the appropriate Approver. There may be more than one level of approval in the process. Any Approver that is part of the process can approve or reject the request.
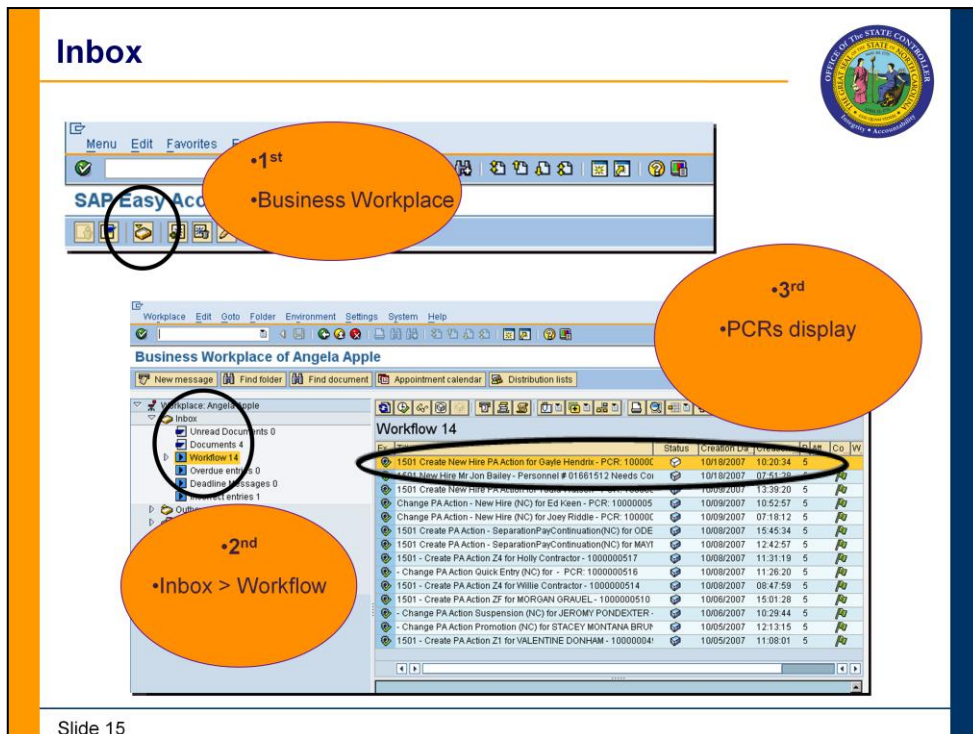
Notes:

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The second part of the Workflow is to process your Workflow item when it has been approved (or to see if it was rejected). Go into the SAP Business Workplace from the Easy Access screen.

From the Business Workplace screen, click **Inbox** > **Workflow**. All of the PCRs that you have initiated and which have either been approved or rejected are listed on the right. Double-click the approved PCR and the applicable screen is automatically displayed for the Action (Personnel Actions screen or the Hiring Screen as appropriate). You will then execute the Action.

After you have an approved PCR and you are ready to execute the Action for the employee, you must be sure to enter the same date on the Personnel Actions screen as you entered on the Workflow. If you enter a different date on the Personnel Actions screen, you will receive a message that the approved PCR is not found. You will also receive this message if you attempt to bypass ZPAA076.
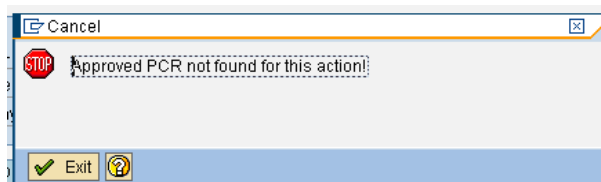
Notes:

As indicated previously, when you create an Action such as LOA, SAP presents the applicable infotypes. The LOA infotypes are listed above. You may or may not enter data in all of them, depending upon the circumstances of the specific Short-Term Disability leave you are processing.

Notes:

Personnel Actions – the information on this infotype should pre-populate based on the data you entered when initiating Workflow ZPAA076.

Organizational Assignment – use the Contract field to indicate whether or not the employee has fewer than 5 years of service for retirement. This determines if the health insurance will be paid partially by the State or solely by the employee.

Monitoring of Tasks – use to create reminders to follow-up with the employee at specified dates.

Objects on Loan – either skip or delimit depending upon whether or not your Agency requires employees to return items while out on leave.

Planned Working Time– full time (FT) employees must be on a 5 X 8 schedule; part time (PT) on applicable PT schedule. Both FT and PT must be positive time employees.

Absences - skip or use to indicate the number of leave hours the employee wants to exhaust for leave.

Time Quota – use only if employee wants a one-time lump sum leave payout.

Create Planned Working Time Infotype

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Notes:

IMPORTANT!
All full-time employees must be on a 5 day 8 hour per day work schedule. The easiest way to accomplish this is to use **D01N08GN**. Part-time employees can be kept on their applicable part-time schedule.

 All employees whether full-time or part-time must be positive time recording.

 When you reinstate an employee, the 0007 infotype appears as part of the Reinstatement Action. You will at that time assign the employee to the applicable full-time or part-time work schedule, and also change the Time Mgmt Status field back to negative time if the employee was negative time prior to LOA.

The Absences infotype (2001) is used to indicates the number of hours the employee wants to use for leave and deducts from the leave quotas as applicable. The dates you enter on the Absences infotype should align with the number of hours the employee wants to be paid out for leave. For instance, if the employee wanted to exhaust 24 hours of leave for the week of 12/7/2010 through 12/11/2010, you would enter those dates in the **Start** and **To** fields. You should never enter 12/31/9999 as the end date on IT2001. If you enter 12/31/9999 as the end date, you will not be able to Reinstate nor Separate the employee, and the Leave Administrator cannot see the absences on the FMLA Workbench.

The hours that default are based on the work schedule rule entered on the Planned Working Time infotype combined with the dates you enter on the Absences infotype.

Because OSC HR/Payroll is integrated, the hours entered on the Create Absences infotype are fed directly to payroll. A time sheet does not have to be entered. If the Create Absences infotype is not completed, the employee is on leave without pay.

Notes:

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If the employee is exhausting leave during a time that includes a holiday, additional 2001 infotypes will be necessary to allow the employee to take holiday leave. The additional 2001 records are created in transaction PA30. For example, assume an employee is going out on military leave on December 14 and wants to exhaust 160 hours (from vacation and holiday) prior to beginning the military 30 days. In this scenario, there are two holiday periods (12/24–12/27/2010 and 1/1/2011). Your entries would be as follows:

Notes:

1. During the LOA Action, on the Absences (2001) infotype, you will enter the dates for the leave to be exhausted up to the holiday period in the Start and To fields:

    Start: 12/14/2010   To: 12/23/2010 (64 hours **leave**)

    By entering the dates above the system calculates that eight working days fall within the date range. The planned working time previously created issues an 8 hour workday for the employee; therefore, 64 hours default into the Absence hours field.

2. Create a PA30 to enter the first holiday period, infotype 2001, subtype 9300:

    Start: 12/24/2010   To: 12/27/2010 (16 hours **holiday**)
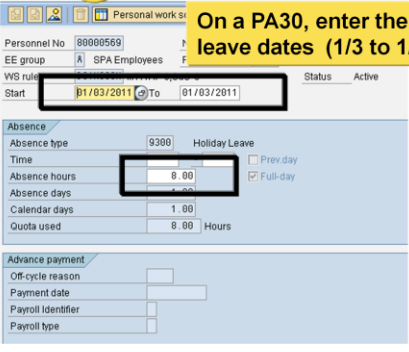
Absences (2001) with Holidays (cont.)

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3. Create a PA30 to enter the next leave period **up to** the next holiday, infotype 2001, subtype 9000:

   Start: 12/28/2010   To: 12/31/2010 (32 hours **leave**)

4. Create a PA30 to enter the next holiday period, infotype 2001, subtype 9300:

   Start: 01/03/2011   To: 01/03/2011 (8 hours **holiday**)
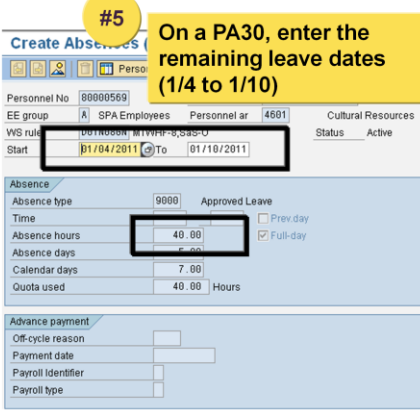
5. Create a PA30 to enter the remaining leave, in this case 40 hours, infotype 2001, subtype 9000

   Start: 01/04/2011   To: 01/10/2011 (40 hours **leave**)

By entering the data on the Absences infotype as explained in this manner it is not necessary for a separate time sheet to be entered for the employee. If data is not entered on this infotype, the employee is on leave without pay.

Using Leave Accrued While Out

An employee who is out on paid leave is accruing additional leave. If an employee wants to use the leave that was accrued while out, you would create a PA30 for IT2001 after the accrual to exhaust the number of hours that have been earned while out.

Notes:

Lesson Review

In this lesson, you learned to:

- Identify the applicable Action to use for Short-Term Disability
- Determine the appropriate STD reasons for a Leave of Absence (LOA) Action
- Identify the infotypes associated with Short-Term Disability
- Describe the Workflow process
- Explain specific infotypes related to planned working time and absences

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Notes:

Course Map

Lesson 1: Leave of Absence Overview

Lesson 2: STD 60 Day Waiting Period

Lesson 3: STD After 60 Day Waiting Period

Lesson 4: Benefits

Lesson 5: 2010 Process

Lesson 6: Separation

Lesson 7: Reinstatement

Lesson 8: Course Review

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Notes:

Lesson Objectives

Upon completion of this lesson, you should be able to:

- Describe the 60 day waiting period purpose

- Discuss when it is applicable to use the 60 day waiting period

- Process a Leave of Absence with a STD 60-day waiting period

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Notes:

PA370 - Short-Term Disability

STD 60 Day Waiting Period

- Use to track and eventually report 60 day waiting period usage
- Enter even if the 60 day waiting period has already passed
  - (for example, you didn't receive the STD paperwork until after the 61st day)
- Enter a new LOA Action with applicable reason on 61st day (if employee did not return)

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Sometimes when an employee goes out on leave, it may not be apparent that the leave will be Short-Term Disability. In those cases, the 60 day waiting period may have already passed before you received the paperwork that indicated Short-Term Disability was approved. Perhaps the employee was out on FMLA or sick leave. In that case, you would still create an Action and use the 60 day waiting period reason once notified. By having a separate Action in this manner, OSC HR/Payroll will be able to track and report the percentage of employees who are on or have used the 60 day waiting period.

Notes:

Example: In this example, the employee left work sick on 4/7/08 and is out several days using sick leave while out:

- 4/23/08--employee has documentation that she needs Family Medical Leave, and requests you to send her paperwork about STD. On this date, the HR Master Data Maintainer (HRMDM) enters a LOA Action with FMLA as the reason and notifies the Time Administrator. The Time Administrator creates an FMLA Event. The Leave Administrator will subsequently track any absences associated with it to the FMLA Event.

- 5/17/08—employee returns STD paperwork. The doctor has validated that the STD effective date is 4/7. The HRMDM creates a LOA dated 5/17/08 (the date the paperwork was received) and enters a LOA Action with 60 day waiting period as reason. In this case, the 60 day waiting period began 4/7; therefore it will end 6/7/08.

- 6/8/08—employee still does not return. HRMDM enters a new LOA Action. The reason will either be "regular" (if the employee is not exhausting leave), or "leave" (if the employee is exhausting leave).

Use IT0019 to monitor and create reminders of applicable dates.

Instructor Demonstration #2.1

- In this demonstration, the Instructor will:
  - Create a LOA for STD 60 day waiting period.

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The instructor will use the student's scenario to demonstrate the exercise.

Notes:

Exercise #2.1

- **LOA for STD 60-day Waiting Period**
  - Diane Burger, an Administrator at the Museum of Cape Fear, has been approved for Short-Term Disability effective today due to an illness. She is exhausting 40 hours of vacation leave during her 60-day waiting period.

- **Assume you have already:**
  - ensured that time evaluations have been run
  - verified that the time balances are accurate

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Your instructor and navigator will assist you in logging onto OSC HR/Payroll SAP.

Use the data in the Data Guide to complete the exercise. Use eAssistant for step-by-step instructions.

Notes:

Lesson Review

In this lesson, you learned to:

- Describe the 60 day waiting period purpose
- Discuss when it is applicable to use the 60 day waiting period
- Process a Leave of Absence with a STD 60-day waiting period

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Notes:

Course Map

Lesson 1: Leave of Absence Overview

Lesson 2: STD 60 Day Waiting Period

Lesson 3: STD After 60 Day Waiting Period

Lesson 4: Benefits

Lesson 5: 2010 Process

Lesson 6: Separations

Lesson 7: Reinstatement LOA STD

Lesson 8: Course Review

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Notes:

Lesson Objectives

Upon completion of this lesson, you should be able to:

- Describe the purpose of additional STD reasons

- Discuss when it is applicable to use the reasons

- Process a Leave of Absence Short-Term Disability (Regular)

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There are two reasons that may be applicable to use after an employee's 60 day waiting period has expired (assuming the employee did not return to work). Those reasons are:

- Short-Term Disability Regular
- Short-Term Disability (Leave)

The employee may be on either Regular or Leave as applicable for 12 months (14 months after the 60 day waiting period effective date).

If the employee does not return from either Regular or Leave and is approved, a new reason is applicable:

- Short-Term Disability Extended

Notes:

Regular and Leave Reasons

Use after the 60 day waiting period depending if employee is using leave

- Short-Term Disability Regular – employee is not exhausting leave
- Short-Term Disability (Leave) – employee is exhausting leave

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After an employee has passed the 60th day on LOA – Short-Term Disability 60 day waiting period, a new LOA will need to be created if the employee did not return to work. In this case, the reason for the new LOA will either be Regular or Leave, depending upon whether or not the employee will be exhausting leave the entire time the employee is out. Regardless of which reason is applicable, the effective date of the new LOA is on the 61st day.

LOA – Short-Term Disability Regular was meant to be used for those circumstances when the employee will not be paid while out. Either the employee has no available leave to exhaust while out, or has chosen not to use any leave. Entered on the 61st day.

LOA-Short-Term Disability (Leave) is typically used when the employee has an extensive number of hours of leave and will be exhausting leave the entire time of absence. Entered on the 61st day.

It is the Agency's responsibility to:
- notify the State Retirement system of the reimbursable amount for the second six months of STD, whether the reason is Regular or Leave.
- run the Wage Type Reporter to get the numbers. The majority of Agencies should have access to the report.
- notify the employee when STD is pending between *extended* and *long-term*

Notes:

The extended STD is used to give an employee additional time for STD when either the "regular" or "leave" STD Action has expired. The effective date for STD Extended is 14 months after the 60 day waiting period; or, 12 months after the effective date of the "regular" or "leave" LOA.

The employee may only remain on extended STD for a period of 12 months. At the end of 12 months if the employee has not returned to work the employee will need to be separated from OSC HR/Payroll (see subsequent lesson). Likewise, if at anytime during the extended LOA the employee is approved for Long-Term Disability, he or she will be separated from OSC HR/Payroll. On the other hand, if the employee is able to return to work, a Reinstatement Action is processed.

Notes:

Exercise #3.1

- **LOA for STD Regular**
  - Assume that 61 calendar days have passed since you put Diane on the STD 60-day waiting period. You will create a new Action to change the Reason to STD Regular.

- Assume you have already:
  - ensured that time evaluations have been run.
  - verified that the time balances are accurate.

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Use the data in the Exercise Guide to complete the exercise.
Use eAssistant for step-by-step instructions.

Notes:

Lesson Review

In this lesson, you learned to:

- Describe the purpose of additional STD reasons

- Discuss when it is applicable to use the reasons

- Process a Leave of Absence Short-Term Disability (Regular)

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Notes:

Course Map

Lesson 1: Leave of Absence Overview

Lesson 2: STD 60 Day Waiting Period

Lesson 3: STD After 60 Day Waiting Period

Lesson 4: Benefits

Lesson 5: 2010 Process

Lesson 6: Separation

Lesson 7: Reinstatement

Lesson 8: Course Review

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Notes:

Lesson Objectives

Upon completion of this lesson, you should be able to:

•   Describe how benefits are impacted while employee is out on STD leave

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Notes:

Benefits Overview (1 of 2)

- Benefits
    - Employee receives LOA Continuation notice (transaction ZBNS008)
    - Employee returns to BEST indicating "continue" or "do not continue"
    - BEST changes benefits as applicable
    - Vendors are notified electronically if benefits are stopped
- Agency specific – handled by Agency
- NC Flex Plans - **the premium is <u>not</u> automatically deducted from the STD payment.**
    - Will terminate in OSC HR/Payroll SAP
    - Will end the last day of the month premiums were paid

    NOTE: Employees can continue NC Flex benefits by paying vendors directly

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Notes:

Employees who are out on leave of absence will receive an LOA Continuation form letter. The form letter is generated by either HR or Benefits using transaction code ZBNS008.

If the employee has Agency specific deductions, those are handled outside of SAP. The Agency should notify the employee about the process in those cases.

On the form letter, the employee indicates if benefits should be continued or stopped and returns the form to BEST. If the benefits are to be continued, as long as the employee is in pay status (using leave while on STD), the deductions for benefits will automatically occur on an after-tax basis. However, if the STD LOA employee is not using leave, but only receiving STD payments, the deductions for benefits <u>will not</u> automatically be taken from the STD payments. Those employees (not receiving leave pay, as well as employees who are only receiving STD or Workers Comp), must send a check as applicable by the benefit deadline date. NC Flex must be sent directly to the vendors according to the vendors' deadlines.

Benefits Overview (2 of 2)

- State Health Plan (SHP)
  - Employer contribution will continue for the following LOAs:
    - STD Leave – only while receiving STD benefits when an employee has more than 5 years of retirement creditable service
    - Family Medical Leave
    - Workers Compensation
    - Military Reserve Active Duty Leave (State Service)
- Employees are still responsible for their 90/10 premiums and/or any dependent premiums
- If premiums are not paid, the benefit plan will be changed to employee only and/or the PPO 80/20 employee only

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Notes:

The premium payments for only the SHP will be deducted from the employees STD benefit. These premiums are deducted on an after tax basis.

Refer to the following website for more information about benefits while on leave of absence:

http://help.mybeacon.nc.gov/beaconhelp/Benefits/Webinars/pdf_LOA%20Benefits%20Processing.pdf

Lesson Review

In this lesson, you learned to:

- Describe how benefits are impacted while employee is out on STD leave

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Notes:

Course Map

Lesson 1: Leave of Absence Overview

Lesson 2: STD 60 Day Waiting Period

Lesson 3: STD After 60 Day Waiting Period

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Lesson 7: Reinstatement

Lesson 8: Course Review

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Notes:

Lesson Objectives

Upon completion of this lesson, you should be able to:

- Define IT2010.
- Explain wage types.
- Process a 2010 payment.

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Notes:

Infotype (IT) 2010 Process

- STD Specialist completes Forms 714 and 711
- Doctor completes Form 703
- Employee returns Form 703 to STD Specialist every 30 days. Exception: Approved **DIP-7**.
- STD Specialist processes PA30, creating a IT2010.
- The IT2010 is created every month after Form 703 is received.

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Notes:

Many of the processes outside of OSC HR/Payroll SAP did not change with the implementation of OSC HR/Payroll. Those processes include:

- The STD Specialist completes Forms 714 and 711.
- The employee ensures the doctor completes Form 703.
- The employee makes sure the STD Specialist receives Form 703 every 30 days. The only exception is when an employee has a DIP-7 approval.

In OSC HR/Payroll, after the STD Specialist receives Form 703, transaction PA30 is used to create IT2010. The wage type and amount is entered on the infotype.

The STD Specialist enters a separate IT2010 for each Form 703, even if multiple 703s for different months are received on the same day.

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Creating the Remuneration IT2010 is a PA30 process. Since it is not an Action it is not processed via ZPAA076. Of course, you must have the appropriate documentation as back-up before creating the PA30.

Notes:

Amount – The amount is calculated benefit amount to be paid from forms 714 and 711. For wage types 1332-1335 (see next page), OSC HR/Payroll SAP will only allow dollar amounts. Do not enter anything in the number of hours field or number unit field.

Amount limit - You can only enter $3k for the current pay period. If an employee presents forms 703 for several months past, you must enter each month separately with the applicable effective date. You can enter several months separately on the same day (with the different applicable effective dates for the 703), as long as the $3k total for the current pay period is not exceeded. For example, an employee has been on LOA – STD since 4/1/08. On 8/15/08 the employee brings in 703s for April, May, June, July, and August. Based on the calculations, the benefit is determined to be $985. On 8/15, you can enter the following:

- **2010 with effective date of 4/1 for $985**
- **2010 with effective date of 5/1 for $985**
- **2010 with effective date of 6/1 for $985**

In this scenario, you will have to wait until the next pay period to enter the amounts for July and August. At that time you can also enter the current (September) amount thereby catching up all past amounts and making the 2010 current.

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The second screen of IT2010 is used to enter the wage type and the dollar amount of the STD payment. The following wage types are used as applicable. It is critical that you key the correct wage type for **first** and **second** six months.

1332 – Select if employee did <u>not</u> have five or more years of service as of 8/12/1989 for the *first* six months of Short -Term Disability (STD).   Benefits are subject to state income tax.

1333 - Select if employee had five or more years of service as of 8/12/1989 for first six months of STD. Benefits are not subject to state income tax.

1334 - Select if employee's did <u>not</u> have five or more years of service as of 8/12/1989 for *second* six months of STD. Benefits are subject to state income tax.

1335 – Select if employee had five or more years of service as of 8/12/1989 for second six months of STD. Benefits are not subject to state income tax.

Pre-SAP Remuneration – if the employee is owed STD benefit payments that were due prior to your Agency SAP go-live date , you need to date IT2010 prior to 5/31/08. By using a date prior to 5/31/08, the Wage type drop down list changes to include wage types for pre-SAP, including 19SD, 19SS, 19ST, and 19DS. The $3k limit rule does not apply to pre-SAP remuneration.

Notes:

Exercise #5.1

Diane Burger turned in Form 703 today that was signed by her doctor. Enter the data on IT2010 so that Diane can receive her STD payment.

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Use the data in the Exercise Guide to complete the exercise.
Use eAssistant for step-by-step instructions.

Notes:

Lesson Review

In this lesson, you learned to:

- Define IT2010.

- Explain wage types.

- Process a 2010 payment.

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Notes:

Course Map

Lesson 1: Leave of Absence (Overview)

Lesson 2: STD 60 Day Waiting Period

Lesson 3: STD After 60 Day Waiting Period

Lesson 4: Benefits

Lesson 5: 2010 Process

Lesson 6: Separation

Lesson 7: Reinstatement

Lesson 8: Course Review

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Notes:

Lesson Objectives

After completing this lesson, you should be able to:

- Distinguish between the two types of separation
- Identify when it is appropriate to use each type of separation
- Separate an employee

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Notes:

Separation Overview

Two types of Separations:

- **Separation Pay Continuation**
  - Retirement : Law Enforcement Officer supplement (retire before age 62)
  - Reduction in Force (RIF): Severance and/or Health Insurance
  - RIF: Discontinued Service Retirement
  - Separation: Short-Term Disability (used rarely and only by some Agencies)

- **Separation**
  - All other employees not listed in the Separation Pay Continuation Action

Both types of Separation are Actions initiated via Workflow ZPAA076

Save the Cost Distribution infotype

Ensure time balances are correct

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Notes:

There are two Actions (initiated via Workflow ZPAA076) that involve employee separation: Separation Pay Continuation and Separation. It is important to determine which Separation Action is appropriate. Before you enter either type of separation, it is important to make sure that (1) timesheets have been entered, released and approved, (2) time evaluation has been run, and (3) time balances are accurate.

Separation with Pay Continuation is used only for:
- *Retirement* - Law Enforcement Supplement that meet specific criteria (see *PA410 Advanced Create and Maintain Employee Data* for details)
- *Reduction-in-Force (RIF)* – Severance and/or health insurance
- *RIF* – Discontinued Service Retirement
- *Separation Short-Term Disability -* There are specific rules around this reason. It is rarely used and not used by all Agencies.

Separation is used for all employees who do not qualify under the Separation with Pay Continuation Action.

Cost Distribution Infotype (0027). This infotype is assigned to every position. When an employee is separated, his or her position default is 99999999; therefore no cost distribution is assigned. During both types of Separation, you **save** the infotype so that it is assigned to the person. This infotype allows you to create a payout to an employee if needed after the separation. If the Cost Distribution infotype has not been saved, the payout cannot be processed.

Separation Effective Date

- State of North Carolina definition
  - The <u>last</u> day you are *still* an employee.

- OSC HR/Payroll SAP definition
  - The <u>first</u> day you are *no longer* an employee. OSC HR/Payroll SAP automatically adds one day to the last day worked within the Action.

- Enter last date worked as effective date on Workflow
  - Do not add a day

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Separation effective date

Notes:

The State of North Carolina defines your effective separation date as the last day you are *still* an employee. OSC HR/Payroll SAP defines it as the first day you are *no longer* an employee.

On the Workflow (WF) Employee Action Request, enter the last day worked (do not add a day). OSC HR/Payroll SAP automatically adds one day to the last day worked within the Action.

After you receive the WF approval PCR, enter the last day worked as the effective date on the Personnel Actions screen in OSC HR/Payroll. Beginning with the next screen, *0000-Copy Actions*, OSC HR/Payroll has already added one day to the date you entered on all subsequent infotypes within the Action. Save the infotypes and **do not** change the dates **until** you get to infotype *0416-Create Time Quota Compensation* (you only receive this infotype if you selected subtype for leave payout). **Change** the date on that **one** infotype (0416) to reflect the same date as the effective date of the Action. If you change the dates on any infotype except 0416, the employee will not receive the last day of pay.

See example on the following page.

Separation Effective Date Example

- Employee's last date worked is 12/31/2008
  - Enter 12/31/2008 on Workflow (do not add a day)

- Workflow approval PCR is received
  - Enter 12/31/2008 on Personnel Action screen
  - Execute
- OSC HR/Payroll adds one day to all remaining infotypes (1/1/2009)
  - Only change the date on the Time Quota Compensation infotype (only displays if you select subtype for leave payout)
    - Change Time Quota Compensation to reflect same date as Personnel Action (12/31/2008)

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Notes:

1. Last date worked is 12/31/2008, which you enter on the WF Employee Action Request.
2. After you receive the WF approval, you enter 12/31/2008 on the Personnel Actions Screen and Execute.
3. Copy Actions (0000) displays with a date of 1/1/2009. **Do not change** the date. If Separation Pay Continuation, change the position number to 99999999; if Separation OSC HR/Payroll SAP automatically populates 99999999. **Save** the infotype.
4. Enter to by-pass the delimit message, and click **Yes** on create vacancy.
5. Copy Organizational Assignment (0001) is displayed. **Do not change** the date. **Save** the infotype.
6. Change Date Specifications (0041) is displayed. **Do not change** the date. Verify last day worked populated accurately. **Save** the infotype.
7. Create Cost Distributions (0027) is displayed. **Do not change** the date. **Save** the infotype.
8. Infotypes for infotype Time Quota Compensation is displayed. Perform either (a) or (b) as described below:
   - (a) If no payout, close the pop-up.
   - (b) If payout, **Select** the appropriate subtype. Time Quota Compensation is displayed. **Change the date** to reflect the same date as the effective date of the Action (in our example, 12/31/2008). **Enter** the number of hours of payout. **Save.**
9. Delimit Objects on Loan (0040). **Do not change** the date. **Delimit the applicable items** and **Save** the infotype.
10. Click the back button when the system returns you to the Personnel Actions screen.
11. Click the Complete Workflow Item button.
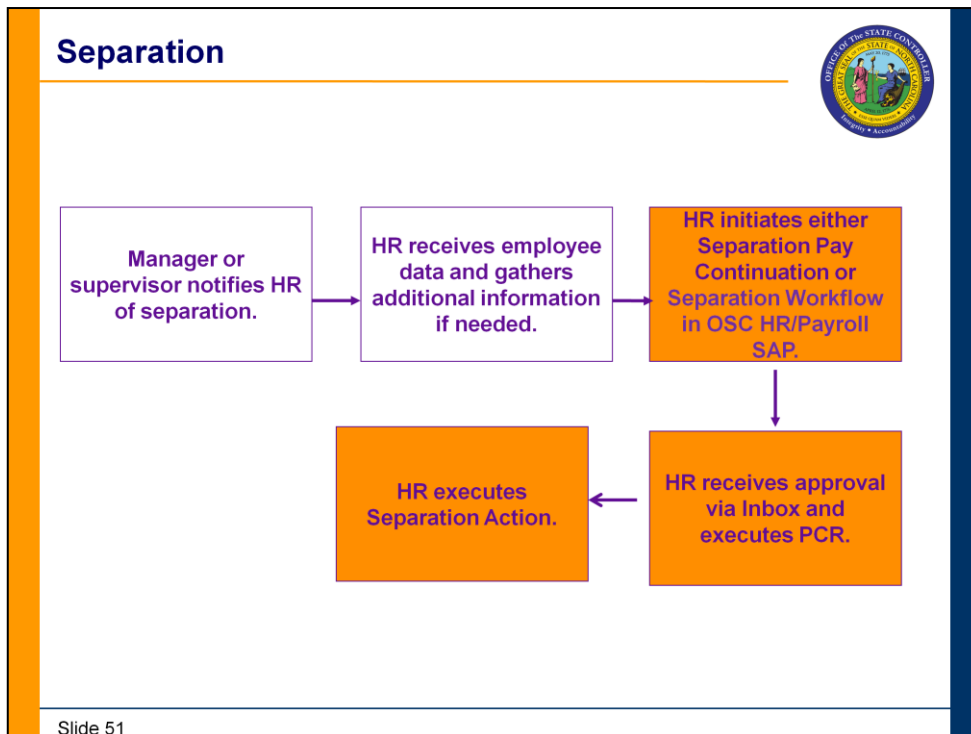
Reasons for Separation

There are a variety of reasons in the drop-down list in OSC HR/Payroll when separating an employee. Only a few that may be applicable to short-term disability are listed below:

- Long Term Disability
- Retirement
- Retirement Disability
- Terminate while on FMLA
- Cancel Sep Pay Continuation
- Death

Notes:

Use the data in the Exercise Guide to complete the exercise.

Notes:

Exercise #6.2

• **Separation**

    – Gilbert is no longer eligible for pay continuation. Enter a
Separation Action to cancel the pay continuation.

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Use the data in the Exercise Guide to complete the exercise.
Use eAssistant for step-by-step instructions.

Notes:

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Lesson Review

In this lesson you learned to:

- Distinguish between the two types of separation
- Identify when it is appropriate to use each type of separation
- Separate an employee

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Notes:

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Course Map

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Lesson 2: STD 60 Day Waiting Period

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Lesson 4: Benefits

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Lesson 6: Separation

Lesson 7: Reinstatement

Lesson 9: Course Review

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Notes:

Lesson Objectives
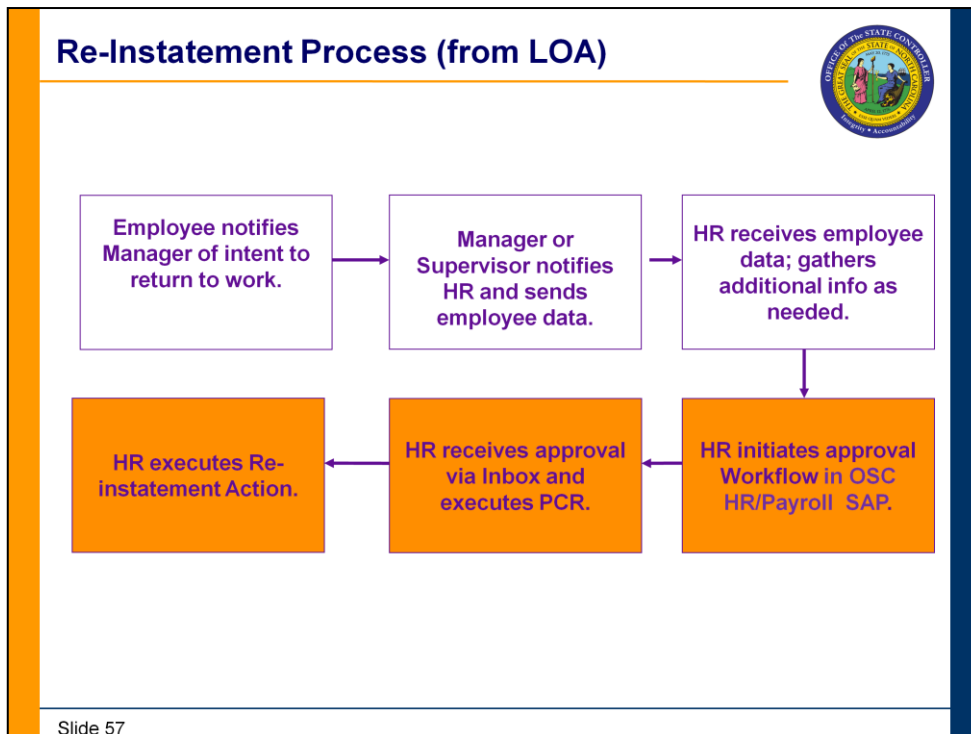
Upon completion of this lesson, you should be able to:

- Describe the LOA STD reinstatement process.

- Reinstate an employee from LOA STD.

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Notes:

The **Reinstatement Action** is used in two different circumstances:

- To return an employee from a Leave of Absence
- To return an employee who formerly worked for an SAP Agency, left State employment and is returning to an SAP Agency.

For this lesson, the focus is a Re-instatement from Leave of Absence, specifically, from Short-Term Disability.

Notes:

Use the data in the Exercise Guide to complete the exercise.
Use eAssistant for step-by-step instructions.

Notes:

Lesson Review

In this lesson you learned to:

- Describe the LOA STD reinstatement process.

- Reinstate an employee from LOA STD.

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Notes:

Course Map

Lesson 1: Leave of Absence (Overview)

Lesson 2: STD 60 Day Waiting Period

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Lesson 7: Reinstatement

Lesson 8: Course Review

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Notes:

Course Review

In this course, you learned to:

- Define key Short-Term Disability (STD) terms and concepts

- Describe the Short-Term Disability process

- View, create and maintain a Leave of Absence for Short-Term Disability

- Separate an employee

- Reinstate an employee from a Short-Term Disability leave

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Notes:

Next Steps

•Monitor OSC HR/Payroll communication

 – BEST Shared Services web site (especially the Updates tab)

 • URL: http://www.osc.nc.gov/BEST/index.html

 – BEACON Training website: **What's New** link

 • URL: http://www.osc.nc.gov/beacon/training/whats_new.html

Review conceptual materials

Access BEACON Help

 – Access from an SAP transaction

 • URL: http://help.mybeacon.nc.gov/beaconhelp

Practice what you've learned

 • URL: https://mybeacon.nc.gov

 – Client 899

 – Use your current NCID user name and password

Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.

Keep your training materials close by as a ready reference.

Want to practice what you have learned from your desk?

• Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

Need transactional assistance after go live?

• Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction.

Notes:

Notes: